

Printing and Mailing of Jury Summons RFP
Questions Posed During Pre-Proposal Conference
October 18, 2005

Printing-Related Questions

- 1. Can the full bleed yellow background be full coverage “tint” or will there be a need for clear window areas?**

There is a need for clear window areas. The full bleed is a requirement unless you can demonstrate an alternative that would achieve a similar result.

- 2. May we eliminate the bleed top/bottom of 14” form – tint of green?**

Same as above.

- 3. Will the ability to provide or not provide a form with bleeds be a selection criteria?**

Yes. You must propose the printing of the form with full bleed on four sides for the background (yellow) color.

- 4. Can we substitute a cream color paper for the background instead of using a PMS color?**

No. Because clear window areas are an important visual and readability issue on the form, colored paper is not a substitute.

- 5. Is variable imaging on the face only? If there is imaging on back, what is it?**

Variable imaging is intended only on the front, or delivery side, of the form. All courts have adopted the same information for the back side of the form. The entire back side of the form, background PMS (yellow) and non-variable elements (indicated in green on the provided samples) of the front side of the form could be pre-printed if you choose this approach.

- 6. When you say Alameda has five versions of the summons, what is the difference of each version? Is it mostly map locations or is it copy?**

Each summons form for each court has variable copy (maps, directions, phone numbers, etc.) that need to be matched to juror files, depending on the court location that the juror is being asked to report. “Version” is not the correct term. View the front side of the form as a preprinted form ready for variably imprinted copy.

7. Will you be digitizing the maps and supplying them in this format? If we have to digitize maps, how many do you propose?

Digitized maps will be provided by the Courts. A camera-ready file of each summons form will also be provided. Technical assistance will also be provided to assist the chosen vendor to prepare forms ready for variable imprinting. The total number of maps needed will be determined by the Courts.

8. Do you believe that all variable imaging is to be in black or do you believe that some variable imaging will be in color? If so, what do you think will be imaged in color?

All variable imaging is to be done in black.

9. With regard to the NCOA or Fast Forward update: Does this need to run on every file, every time? Reason asked: It is a considerable cost to perform daily on very small file sets.

To reduce postage costs and other production expenses, we prefer that Fast Forward be performed with each batch of summons. It has been determined that Courts will be providing summons batches normally on a weekly basis, unless circumstances require additional runs.

10. Volume per mailing drives cost. This could (possibly) increase the cost for the three courts sending weekly.

It has been determined that all Courts will be supplying summons batches ONLY on a weekly basis unless circumstances require additional runs.

11. Please verify postage. Is postage indicia printed First Class or Presort on the outer envelope already? Should we include postage on the price sheet?

While all mailings are permitted to be mailed under a single indicia, each Court's mailing load will be kept in separate accounts. The Courts will jointly fund a mailing account from which the vendor will draw down on a weekly basis. You should assume for envelope printing purposes that a single First Class and/or pre-sort indicia will be applied by the successful vendor.

12. Is there a proofing process?

You should assume an initial proofing process to verify accuracy of the files before initial mailing of the new summons format. If variable information is changed during the term of this Contract, you should assume that you would supply proofs of those changes for approval by the requesting Court.

13. Can the vendor add a sequencing code on forms for quality control?

While this is an approach that you are free to propose, understand that each summons is unique already. Each summons will carry a unique identifier of the juror within the bar code information that is an element of the variable side imprinting.

14. On the jury summons, is the phone number variable and in color?

No. Assume that ALL variable information is to be imprinted in one color, black.

15. Please clarify the number and location of the perforation lines on the jury summons.

There are three horizontal perforations, one between the bottom of the juror badge and extending to the edge of that badge; another defines what is now open area between the bottom of the juror badge and the bottom of that open area and extending to the edge of the space occupied by the badge; the third horizontal perforation extends across the width of the form and separates the top half of the form from the bottom. A vertical perforation flows along the interior edge of the juror badge and open space below the badge, allowing the juror badge and open space to be separated from the form.

16. On the jury summons form, is OCR a barcode and a number?

Yes.

17. Is there a watermark on the model jury summons?

There is a faint image of the Seal of the Great State of California that is a part of the preprinted background.

18. Explain the #10 envelope – two windows and two PMS print?

Yes. On the #10 envelope there are two colors and two windows.

19. Alameda's summons have two separate return envelopes. Please provide more information about the different colors and how the two envelopes are used.

The Alameda Court uses both General and Limited Jurors. In order to make mail processing easier and less confusing for the staff they use #9 window Blue return envelopes for Limited return mail and #9 window White envelopes for General return mail. This helps if the Limited courts receive General mail (or the General courts receive Limited mail) mixed in with their mail. They can then quickly pull out the mail that is not theirs and forward it on to the General or Limited court that it is designated for.

Software and Data Transfer Questions

- 1. Is the data record layout from JSI or ACS the same for all four courts? If not, how is it different?**

[Note: This question will be answered as soon as the Court receives a response from JSI and ACS].

- 2. Can we get a copy of the data record layout to review?**

[Note: This question will be answered as soon as the Court receives a response from JSI and ACS].

- 3. Do we receive four weeks of data for each court at a time? If not, how much do we receive?**

Each Court will submit data to the vendor one time each week, unless circumstances require additional runs.

- 4. What is the method of data transmission for the four courts?**

Each Court will transmit data using FTP.

- 5. Does the court require encryption in transmission, such as PGP?**

All courts require encryption.

- 6. What is the turn time from receipt of file data to drop?**

In general, the court will provide the list of jurors to the vendor once a week. The vendor confirms receipt of the number of records. If there are discrepancies, the Court works with the vendor to identify and resolve the problem.

Business Practices Questions

- 1. Will each county provide a single point of contact for Questions & Answers, data samples, etc.?**

Each Court will designate one primary contact, and one alternate contact.

- 2. Are business rules for processing consistent from court to court?**

No. The vendor will be required to work with each individual Court to finalize all business arrangements. See Section 3.5 of the RFP for more information relating to business practices.

3. Would courts now processing daily consider us aggravating the daily files to process weekly?

All Courts will process transactions on a weekly basis unless circumstances require additional runs.

4. Are volumes relatively predictable in advance with only spikes for high profile cases and unexpected changes in the court calendar?

For all Courts, volume tends to be fairly consistent from week to week. There can be significant increases as certain cases are scheduled for trial, and significant decreases for weeks that have major holidays such as Thanksgiving or Christmas.

5. If a county elects to adopt a change during the contract, how will programming change costs be recovered?

The Court does not anticipate there will be any changes in the wording or layout of the Jury Summons during the first year of the contract. If there is a cost impact when a court changes the content in a non-variable area of the print document, the vendor's proposal should identify any additional charges that may apply.

6. For each court, what is the weekly or daily volume?

Alameda	17,400 per week
Contra Costa	3,400 per week
Marin	1,700 per week
San Francisco	7,000 per week

7. What company is currently sending out your jury summons?

Alameda	Intraform (primary) and ZDI (subcontractor)
Contra Costa	Intraform (primary) and Zamudio (subcontractor)
Marin	Court performs work In-House
San Francisco	Standard Register

8. What is your current annual budget for sending out the jury summons?

The following are total actual expenses for the 2004 – 05 fiscal year. Expenses for 2005 – 06 are anticipated to be at approximately the same level.

Alameda	\$406,262
Contra Costa	\$120,000
Marin	\$28,000
San Francisco	\$366,334

Contract-Related Questions

1. Please define minimum qualifications in relation to sub-contractors. In other words, can a professional print distributor be classified as a sub-contractor?

Section 2.6 of the RFP (Minimum Qualifications) allows a proposer to combine the experience, expertise, and resources of the proposer (vendor) and any proposed subcontractors. All proposed subcontractors must be named in the proposal (see section 3.2). Additionally, section 2.4.7 (Independence of Proposal and Joint Proposals) requires that one vendor must be identified as the prime contract when two or more vendors submit a joint proposal.

2. Will the evaluation be based on a quote for two years of print and services or one year of print and services?

The evaluation will be based on the Evaluation Criteria set forth in section 2.7 of the RFP. The cost portion of the evaluation will be based on the Pricing Sheets (see Attachment D to the RFP). The pricing sheets require a unit price for a quantity of 1,500,000 which is the estimated number of Jury Summons printed for the four courts for a one-year period.

3. Most California bids include preference for Enterprise Zoned Business and Certified Small/Minority Business. Why does this RFP not mention these preferences?

The law applicable to the Judicial Branch of government may vary from the laws that are applicable to other branches of the state government; therefore, solicitation documents of Judicial Branch entities may vary from the documents of other state entities.